

BOARD OF COUNTY COMMISSIONERS
Agenda Item Summary

Meeting Date April 16, 2003 **Division** **County Attorney**

AGENDA ITEM WORDING

Approval of Resolution amending Sec. 1.-3 of the Administrative Procedures of the BOCC in order to provide for procedures for placing items on the regular or add-on agenda of the Board.

ITEM BACKGROUND

PREVIOUS RELEVANT BOCC ACTION

CONTRACT/AGREEMENT CHANGES

N/A

STAFF RECOMMENDATIONS

Approval.

TOTAL COST	BUDGETED	Yes	No
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COST TO COUNTY	SOURCE OF FUNDS
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APPROVED BY: County Attorney ☒ OMB/Purchasing ☐ Risk Management ☐

DIVISION DIRECTOR APPROVAL


J. R. COLLINS

DOCUMENTATION: Included ☐ To Follow ☐ Not Required ☐

AGENDA ITEM # 198

RESOLUTION NO. -2003

A RESOLUTION AMENDING SEC. 1.03 OF THE ADMINISTRATIVE PROCEDURES OF THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY IN ORDER TO PROVIDE FOR PROCEDURES FOR PLACING ITEMS ON THE REGULAR AGENDA AND ADD-ON AGENDA OF THE BOARD OF COUNTY COMMISSIONERS

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MONROE COUNTY, FLORIDA:

Section 1. Section 1.03(a) and (b) of the Monroe County Board of County Commissioners' Administrative Procedures is amended to read as follows:

A. Regular Meeting Agenda: Matters for action, -proposals and discussion items - may be placed on the regular meeting agenda only by a Commissioner, the County Attorney, County Clerk and County Administrator. ~~with written comments and/or recommendations from staff as is appropriate.~~

B. An official agenda will be prepared by the County Administrator's office for every regular meeting or special meeting of the Commission. The Commission shall not take action on any matter, proposal, or report of item of business which is not listed in the official agenda, unless there is a ~~majority consent of the members of the Commission present on the day of a scheduled meeting~~ a super majority vote or, if all 5 Commissioners are not in attendance, by a unanimous vote of the members present, agreeing to the addition of other items to the agenda for consideration and action.

C. All regular meeting agenda items must be delivered to the County Administrator's office ~~by no later than 5 PM on the 15th day prior to no later than 14 days before the scheduled meeting date. or as determined by the Administrator.~~ The agenda must be prepared and distributed ~~no later than seven days before the first meeting date.~~ ~~The delivery deadline and distribution deadline do not apply to: (i) items added to the~~

~~agenda by vote of the County Commission; and (ii) items that the County Administrator determines are necessary to be on the agenda, for example (by way of illustration and not limitation), the necessity of meeting a grant application deadline: so as to be received by the County Commissioners no later than 9 AM seven days prior to the scheduled meeting.~~

D. Items that are placed on the agenda prepared by the County Administrator's office shall have back-up materials submitted to the individual Commissioners, the appropriate administration staff, and the County Attorney by not later than 4 PM on the Monday preceding the meeting. No agenda items shall be considered by the County Commission without the appropriate back-up materials unless there is to be no action taken and/or the topic is for discussion or information only.

E. Items added to the agenda by vote of the County Commissioners shall (1) contain back-up documentation showing that review by County Administrator, appropriate staff, and County Attorney has occurred with the respective recommendations for action, or (2) the Commissioner, the Administrator, the County Clerk, or the County Attorney requesting placement of the item on the agenda has a significant reason for placement on the agenda and the following criteria are met: (i) a showing that time is of the essence and that delay to alter BOCC agenda will have a high probability of a negative impact on the County, and (ii) appropriate staff is present to make comment on the item, notwithstanding the impromptu nature of their input.

F. All items which require approval by the County Attorney for legal sufficiency and form shall be signed by the County Attorney or Assistant County Attorney before placement on the agenda.

Unless mandated otherwise by a general law, all scheduled times on the County Commission agenda are approximate even if denominated as "time certain." The Mayor should however, conduct the meetings in such a manner that the agenda schedule is followed as closely as circumstances allow.

Invocation will be a moment of silent prayer contemplation.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County,
Florida, at a regular meeting of said Board held on the _____ day of April, 2003.

Mayor Spehar
Mayor Pro Tem Nelson
Commissioner McCoy
Commissioner Neugent
Commissioner Rice

(SEAL)
Attest: DANNY L. KOLHAGE, Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By _____
Deputy Clerk

By _____
Mayor/Chairperson

jresbocItems

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY [Signature]
ROBERT N. WOLFE
DATE 4-1-03